



September 2015

HOW TO RECEIVE AN INITIAL

DWS FAMILY, FRIEND AND NEIGHBOR (FFN) CHILD CARE PROVIDER APPROVAL

All license-exempt family, friend and neighbor providers must have a DWS Child Care Approval from the Department of Health, Child Care Licensing (CCL) Program before DWS subsidy payments can be authorized.

Information about how to receive an initial DWS Child Care approval can be found at childcarelicensing.utah.gov. Go to the **DWS Child Care** tab and click on **Initial Approval**.



	Checklist of Items to Complete
✓	Items to complete
	1. Read the DWS Child Care Provider Requirements. These are the requirements for receiving and maintaining a DWS FFN Child Care Provider Approval.
	2. Submit an online application.
	3. Submit an online Background Screening Form for each covered individual. Covered individuals are you and everyone 12 years old and older who live in the home.
	4. Read the information in the New Provider Orientation packet. This includes an explanation of inspections, facts about the payment process, and information for the health and safety of children in care.
	5. Submit your answers to the new provider orientation test. After you read the information in the New Provider Orientation packet, complete the New Provider Orientation test. You must score at least 90% on this test. You may retake it as many times as necessary until you receive a score of 90% or better.
	6. Have an inspection of the home where care will be provided. After your completed application is received, a Licensing Specialist will contact you with the date and time of this inspection. <u>You must be in compliance with all regulations at this inspection or show compliance by the Correction Date.</u> This includes complying with <u>child ratio requirements</u> . You must have a <u>current First Aid certification and CPR certification</u> . <ul style="list-style-type: none"> a. The First Aid certification can be from any First Aid class.* b. The CPR certification must be from a Red Cross, American Heart, or equivalent class that included hands-on testing.* <u>You can contact your local Care About Child Care Agency for information about First Aid and CPR classes.</u>

*Funding is available through CareAboutChildcare.utah.gov to help offset the first aid and CPR costs (half of the cost of your training up to \$50). Keep your receipts for reimbursement. A list of locations that offer classes and the reimbursement instructions and form are available at childcarelicensing.utah.gov in the DWS Child Care section.

Note: You will be responsible for any additional costs incurred to complete these requirements. The DWS customer must also meet and comply with child care eligibility requirements. Completing the approval process is not a guarantee of payment by DWS.



Utah Office of Child Care

A Division of the Utah Department of
Workforce Services

Number of Children in Care: Utah State Law requires a license or residential certificate when you are caring for more than four unrelated children in your home. For information on the licensing requirements, go to childcarelicensing.utah.gov in the Child Care Licensing Rules section.

NUMBER OF CHILDREN IN FFN CARE FOR DWS APPROVED CHILD CARE PROVIDERS All children younger than 13-years-old, including the provider's children and any children related to the provider, who are in the home when care is provided are considered children in care.			
Where will the care be provided:	Are all the children in care related to the provider?	Are all the children in care siblings?	Maximum Number of Children in Care
Provider's Home	yes	yes	no maximum number of siblings when there are no other children in care
	yes	no	no more than 8 children in care with no more than 2 younger than 2-years-old
	no	no	no more than 4 children in care not related to the provider
			when there is a combination of children in care related to the provider and children in care not related to the provider: no more than 8 children in care with no more than 2 younger than 2-years-old and no more than 4 children in care not related to the provider
	no	yes	no more than 4 children in care not related to the provider
Child(ren)'s Home (Provider can only care for children who live in the home)	yes	yes	no maximum number of siblings in care when there are no other children in care
	yes	no	no more than 8 children in care with no more than 2 younger than 2-years-old
	no	yes	no maximum number of siblings in care when there are no other children in care
	no	no	no more than 4 children in care not related to the provider

Contact information for Providers

For questions about the DWS Child Care provider approval process:

- Call Child Care Licensing at 801-273-3209 or 800-883-9375.

For questions about subsidy payments:

- Email occ@utah.gov or call the DWS Provider Assistance Line at 866-435-7414, opt. 5, opt. 1.

For questions about getting partial reimbursement for completion of first aid and/or CPR training, or if you would like to learn more about resources to help you become licensed:

- Call Care About Child Care at 855-531-2468 to find your nearest agency.

Child Care Subsidy Payments: Child Care payments are paid directly to child care providers. In order to receive direct deposit payments, email occ@utah.gov to create a temporary password to log in to the DWS Provider Portal and enter banking information. A financial account is required. Checking and savings accounts are acceptable. Other types of financial accounts that have a routing number and account number may be used. The DWS Provider Portal is used to manage cases, view payment transactions and report changes in care to DWS. A Form 1099 will be issued to providers each year for tax purposes.